



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Library Trustees Minutes 08/12/2008**

Trustees of the Robbins Library  
August 12, 2008

### **Call to Order**

The meeting was called to order at 7:20 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni and Patricia Deal were absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### **Approval of Minutes**

The minutes of the June 10<sup>th</sup> meeting were approved as written on motion by Ms. Radochia; seconded by Mr. Murphy.

### **Communications**

1. A note was received by Rieko Tanaka on behalf of a delegation of students from Nagaokayo, Japan thanking the library for hospitality during a recent visit. 2. Report of the Elbridge Farmer Trust Fund was received, as of June 30, 2008. 3. Ms. Fennelly distributed her email response to Geraldine Tremblay regarding ongoing discussions about the possible purchase of a Dallin painting. 4. Ms. Loud announced that Mr. Murphy has been elected to the position of Secretary of the Massachusetts Board of Library Commissioners and as a member of their Executive Board.

### **Report of FY08 Trust Fund Expenditures and Approval of FY09 Trust Fund Allocations**

Ms. Muldoon distributed spreadsheets detailing budget requests from staff, a list of future projects for which trust fund monies might be required and trust funds availability. A portion of the Kathleen Case fund could be used to fund some capital projects such as signage, improved lighting, upholstery and paperback racks. Investment market downturns have resulted in an 8-10 % loss in market value for the funds. Ms. Muldoon made a motion; seconded by Ms. Radochia, to approve an FY09 trust fund budget of \$30,324. Passed unanimously.

### **Report of FY08 Trust Fund Expenditures and Approval of FY09 Trust Fund Allocations**

Ms. Loud passed out the final version of the Russell Fund Report for FY08 prepared by coordinator Liza Halley. The Board was very complimentary about the report. A copy will be sent to Mr. Russell. In the FY09 Russell Fund budget, a payraise for the coordinator was included and the materials budget was reduced slightly as an offset. Mr. Murphy made a proposal; seconded by Ms. Gandek-Tighe, to approve the proposed FY09 Russell Fund budget of \$40,000. Passed unanimously.

### **Director's Report**

The Board reviewed the written reports of the director for the months of May, June and July. Ms. Loud explained that the July report is incomplete as it is awaiting reports from the Circulation and Adult Services departments. Trustees asked about signage, pests and flooding (due to the tree falling on the roof) at the Fox Branch, voice mail problems, the MLN telecomm cutover and recent staff turnover. Ms. Loud explained how all of the vacancies will be filled. Ms. Loud apprised the Board of a project that the library will be participating in through the International City Managers' Association (ICMA). The project collects and records many types of statistics that can be used to measure the library against other participants and against itself from year to year with a goal of continuous improvement. Forms are due in October.

### **Town Day Booth**

Trustees again agreed to staff a booth on Massachusetts Avenue on Town Day. Ms. Fennelly will work 9-11, Ms. Radochia 11-1 and Kathryn Gandek-Tighe 1-3. Ms. Muldoon may also be able to work. Ms. Loud will also be staffing the Rotary club booth that will be located next to the library one. A free raffle will be held for a gift certificate to the Book Rack.

### **Fundraising**

Ms. Loud reported that the Sunday solicitation was very successful and that Sunday openings would begin in October. Ms. Gandek-Tighe talked about possible ways to thank donors and keep a relationship with them. A recommendation was made to formally end this year's campaign on October 1<sup>st</sup> and then begin raising funds for next year. Any additional money raised this year (beyond what is needed to fund Sundays October-May) will be applied to next year's openings. Ms. Gandek-Tighe and Amy McElroy have been working on grant applications for funding from local banks. Ms. Fennelly will begin a similar process with realtors. Further discussion took place about the planned wine and cheese event on November 14<sup>th</sup> and a possible event to honor the Sunday donors. Ms. Loud suggested a dessert buffet prior to opening on the first Sunday in October. The consensus of the Board was to move forward with such an event. A list of all Sunday donors would be made available then. Invitees for the November 14<sup>th</sup> event are still to be determined.

### **Approval of FY09 Trustee Goals**

The financial goals will be revised for review at the September meeting.

### **Author Programs**

A possible appearance by Robert Parker did not come to fruition. Linda Barnes, who has a new book, is another possible speaker. Ms. Loud will try to set this up for early in November.

### **Community Read**

The Board of Selectmen approved the hanging of the Community Read banners. The Selectmen and the School Committee will participate in a book discussion and we will hold additional discussions at the library. An adoption panel program will be held and there will be an international festival at the Town Hall on Saturday, October 25<sup>th</sup>. Barbara Fulchino has started a Community Read blog.

### **Friends of the Library Update**

Ms. Diminture reported on the activities of the Friends of the Library. Plans are underway for the Town Day book sale on September 20<sup>th</sup>. Donations for the sale will be accepted beginning September 2<sup>nd</sup>. The Friends' program sub-committee has planned a schedule of programs for the upcoming year. On November 8<sup>th</sup>, they will co-sponsor the program "Immigrant Songs" with the Russell Fund, in coordination with the Community Read. On Tuesday, November 18<sup>th</sup>, they will host Walter Hickey of the National Archives who will present a genealogy program. Two new museum pass memberships have been purchased by the Friends: The New England Aquarium and the Garden in the Woods (Framingham). The Friends' Board approved \$52,000 in allocations in response to staff

requests for funding.

### **Adjournment**

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will be held on September 9<sup>th</sup> at 7:15 PM.

Respectfully submitted,

Cynthia Diminture